## Scheduling Multiple Splits During A Shift

The schedule module allows for scheduling multiple splits during a shift. This manual will explain how to create multiple splits for a member, such as moving between different apparatus or stations several times during a shift.

***SCENARIO:*** Because of training classes and personal leave requests by other staff members of his shift, Firefighter Papp will be floating to different apparatus and stations throughout the day on January 10, 2013 to meet manning requirements.

He will be on Engine 101 from 0800 until 1300. He will then go to Station 2 from 1300 until 1700. Finally from 1700 until the end of his shift he will working on Engine 111 back at Station 1.

Open the scheduling console by selecting the **Sched** button on the main Firehouse task bar

**Figure 1**

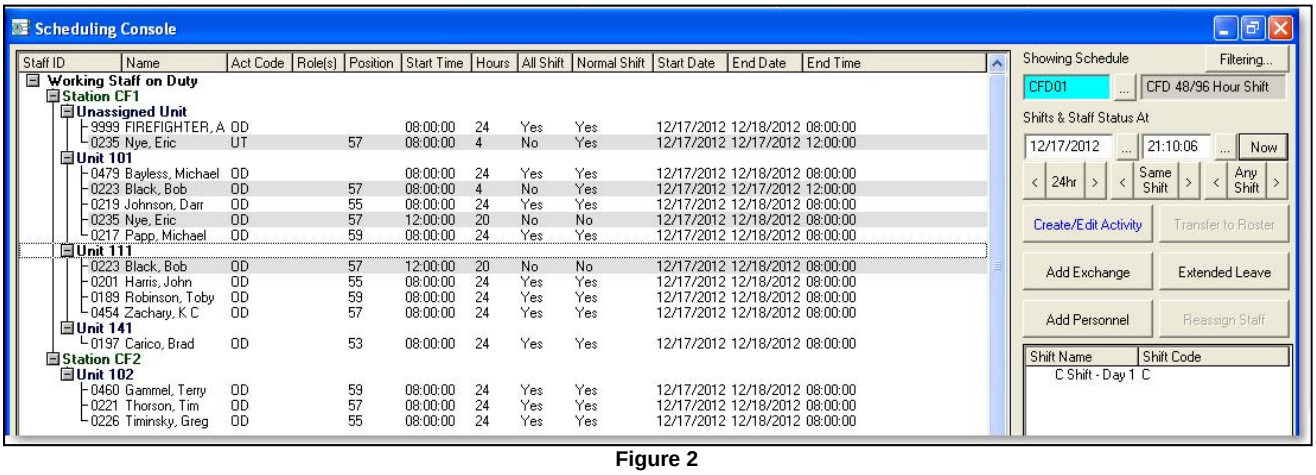

Scheduling Console
Staff ID
Name
Act Code
Role(s)
Position
Start Time
Hours
All Shift
Normal Shift
Start Date
End Date
End Time
Working Staff on Duty
Station CF1
Unassigned Unit
9999 FIREFIGHTER, A OD 08:00:00 24 Yes Yes 12/17/2012 12/18/2012 08:00:00
0235 Nye, Eric UT 57 08:00:00 4 No Yes 12/17/2012 12/17/2012 12:00:00
Unit 101
0479 Bayless, Michael OD 08:00:00 24 Yes Yes 12/17/2012 12/18/2012 08:00:00
0223 Black, Bob OD 57 08:00:00 4 No Yes 12/17/2012 12/17/2012 12:00:00
0219 Johnson, Darr OD 55 08:00:00 24 Yes Yes 12/17/2012 12/18/2012 08:00:00
0235 Nye, Eric OD 57 12:00:00 20 No No 12/17/2012 12/18/2012 08:00:00
0217 Papp, Michael OD 59 08:00:00 24 Yes Yes 12/17/2012 12/18/2012 08:00:00
Unit 111
0223 Black, Bob OD 57 12:00:00 20 No No 12/17/2012 12/18/2012 08:00:00
0201 Harris, John OD 55 08:00:00 24 Yes Yes 12/17/2012 12/18/2012 08:00:00
0189 Robinson, Toby OD 59 08:00:00 24 Yes Yes 12/17/2012 12/18/2012 08:00:00
0454 Zachary, K C OD 57 08:00:00 24 Yes Yes 12/17/2012 12/18/2012 08:00:00
Unit 141
0197 Carico, Brad OD 53 08:00:00 24 Yes Yes 12/17/2012 12/18/2012 08:00:00
Station CF2
Unit 102
0460 Gammel, Terry OD 59 08:00:00 24 Yes Yes 12/17/2012 12/18/2012 08:00:00
0221 Thorson, Tim OD 57 08:00:00 24 Yes Yes 12/17/2012 12/18/2012 08:00:00
0226 Timinsky, Greg OD 55 08:00:00 24 Yes Yes 12/17/2012 12/18/2012 08:00:00
Showing Schedule
Filtering...
CFD01
CFD 48/96 Hour Shift
Shifts & Staff Status At
12/17/2012
21:10:06
Now
24hr
Same Shift
Any Shift
Create/Edit Activity
Transfer to Roster
Add Exchange
Extended Leave
Add Personnel
Reassign Staff
Shift Name
Shift Code
C Shift - Day 1 C

**Figure 2**

When the scheduling console opens, your screen should be similar to the one shown above.

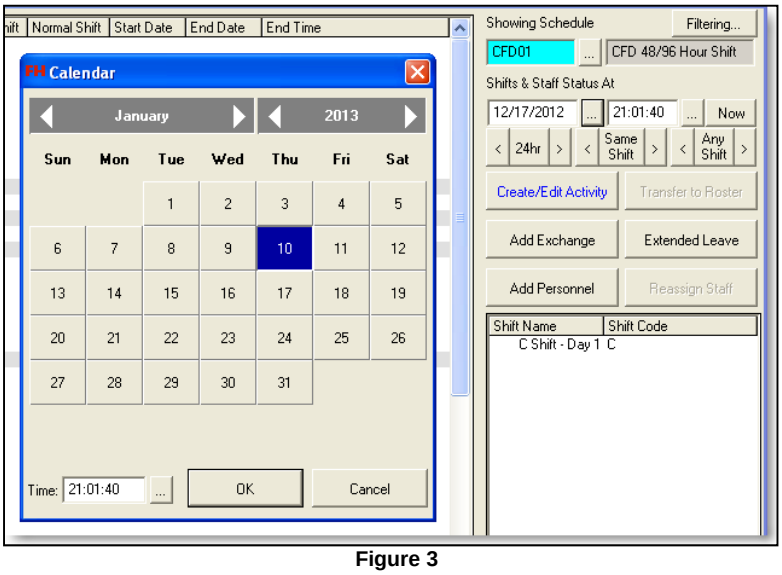



**Figure 3**

Using the calendar button on **Shifts & Staff Status At**, go to the date where you need to schedule the multiple splits on.

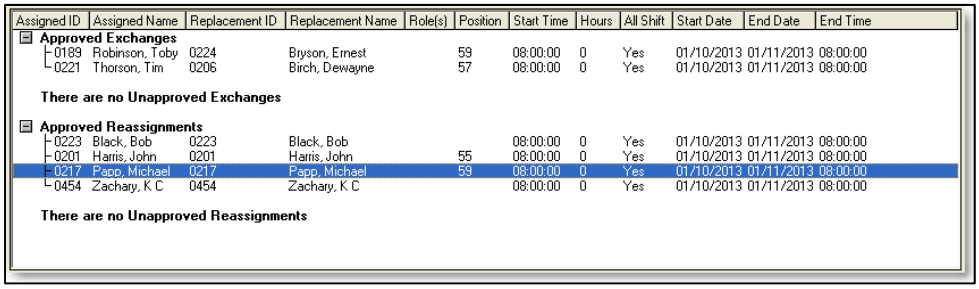

Assigned ID
Assigned Name
Replacement ID
Replacement Name
Role(s)
Position
Start Time
Hours
All Shift
Start Date
End Date
End Time
Approved Exchanges
0189 Robinson, Toby 0224 Bryson, Ernest 59 08:00:00 0 Yes 01/10/2013 01/11/2013 08:00:00
0221 Thorson, Tim 0206 Birch, Dewayne 57 08:00:00 0 Yes 01/10/2013 01/11/2013 08:00:00
There are no Unapproved Exchanges
Approved Reassignments
0223 Black, Bob 0223 Black, Bob 08:00:00 0 Yes 01/10/2013 01/11/2013 08:00:00
0201 Harris, John 0201 Harris, John 55 08:00:00 0 Yes 01/10/2013 01/11/2013 08:00:00
0217 Papp, Michael 0217 Papp, Michael 59 08:00:00 0 Yes 01/10/2013 01/11/2013 08:00:00
0454 Zachary, K C 0454 Zachary, K C 08:00:00 0 Yes 01/10/2013 01/11/2013 08:00:00
There are no Unapproved Reassignments

**Figure 4**

Before creating a new exchange, check in the bottom box to see if there is already an approved exchange for the staff member.

If there is an exchange, double on the exchange and open the record.

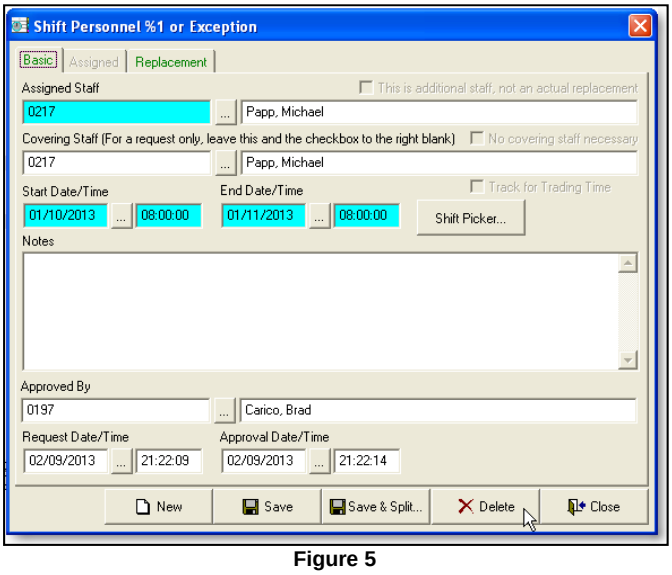



**Figure 5**

Select the **Delete** button to delete the existing record.

**Figure 6**

A confirmation screen will open, asking if you are sure you want to delete the exchange. Select the **Yes** button.

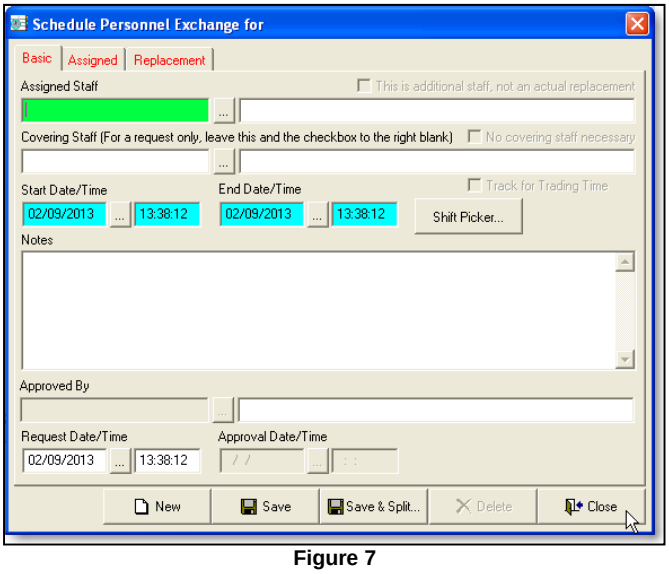



**Figure 7**

After the record has been deleted, select the **Close** button to continue.

*If there are multiple exchanges listed in the bottom box, follow the previous three steps until all exchange records for the staff member have been deleted.*

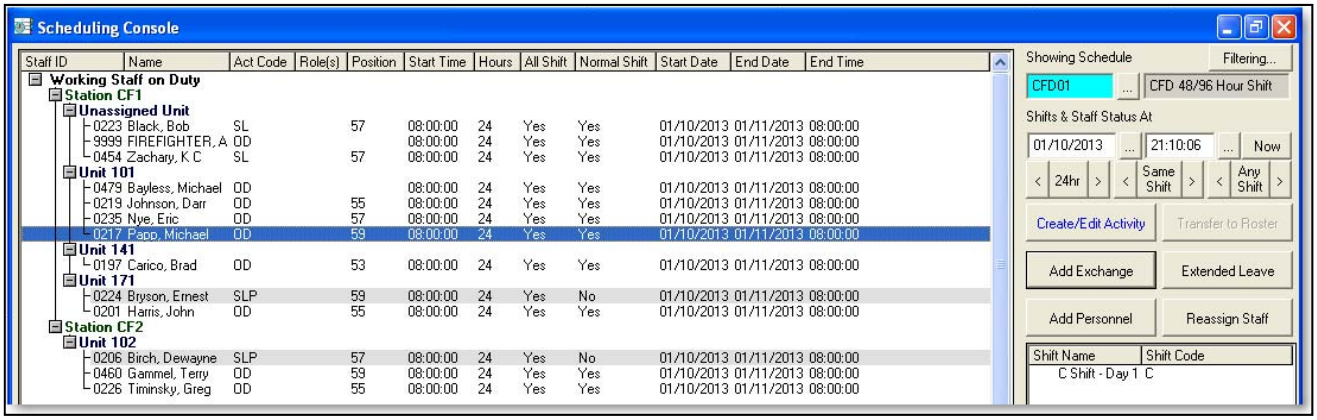

Scheduling Console
Staff ID
Name
Act Code
Role(s)
Position
Start Time
Hours
All Shift
Normal Shift
Start Date
End Date
End Time
Working Staff on Duty
Station CF1
Unassigned Unit
0223 Black, Bob SL 57 08:00:00 24 Yes Yes 01/10/2013 01/11/2013 08:00:00
9999 FIREFIGHTER, A OD 08:00:00 24 Yes Yes 01/10/2013 01/11/2013 08:00:00
0454 Zachary, K C SL 57 08:00:00 24 Yes Yes 01/10/2013 01/11/2013 08:00:00
Unit 101
0479 Bayless, Michael OD 08:00:00 24 Yes Yes 01/10/2013 01/11/2013 08:00:00
0219 Johnson, Darr OD 55 08:00:00 24 Yes Yes 01/10/2013 01/11/2013 08:00:00
0235 Nye, Eric OD 57 08:00:00 24 Yes Yes 01/10/2013 01/11/2013 08:00:00
0217 Papp, Michael OD 59 08:00:00 24 Yes Yes 01/10/2013 01/11/2013 08:00:00
Unit 141
0197 Carico, Brad OD 53 08:00:00 24 Yes Yes 01/10/2013 01/11/2013 08:00:00
Unit 171
0224 Bryson, Ernest SLP 59 08:00:00 24 Yes No 01/10/2013 01/11/2013 08:00:00
0201 Harris, John OD 55 08:00:00 24 Yes Yes 01/10/2013 01/11/2013 08:00:00
Station CF2
Unit 102
0206 Birch, Dewayne SLP 57 08:00:00 24 Yes No 01/10/2013 01/11/2013 08:00:00
0460 Gammel, Terry OD 59 08:00:00 24 Yes Yes 01/10/2013 01/11/2013 08:00:00
0226 Timinsky, Greg OD 55 08:00:00 24 Yes Yes 01/10/2013 01/11/2013 08:00:00
Showing Schedule
Filtering...
CFD01
CFD 48/96 Hour Shift
Shifts & Staff Status At
01/10/2013
21:10:06
Now
24hr
Same Shift
Any Shift
Create/Edit Activity
Transfer to Roster
Add Exchange
Extended Leave
Add Personnel
Reassign Staff
Shift Name
Shift Code
C Shift - Day 1 C

**Figure 8**

Once you are on the correct date, highlight the members name and double clicking with the left mouse button, open the **Shift Personnel Reassignment or Addition** screen.

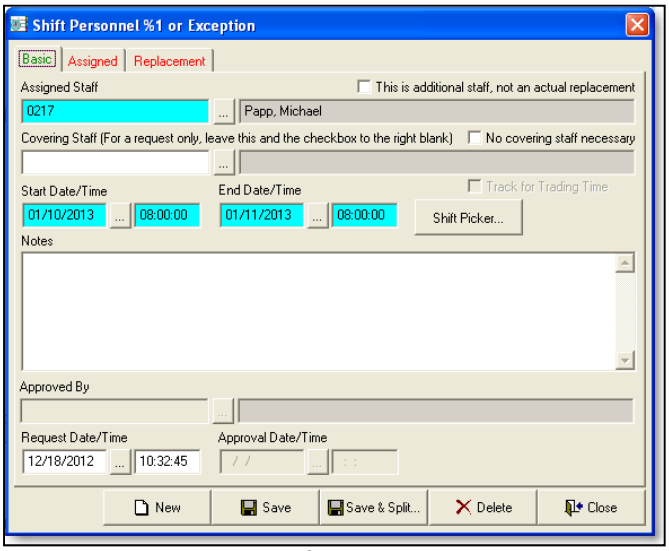



**Figure 9**

Once the **Shift Personnel Reassignment or Addition** screen opens there are fields on the **Basic** tab that will need to be completed.

Note the **Start Date/Time** and **End Date/Time** are for a 24 hour time period. This will be changed in the next step as you complete the **Basic** tab.

The **Approved By** field will be disabled at this time but later in the process will open and be updated automatically.

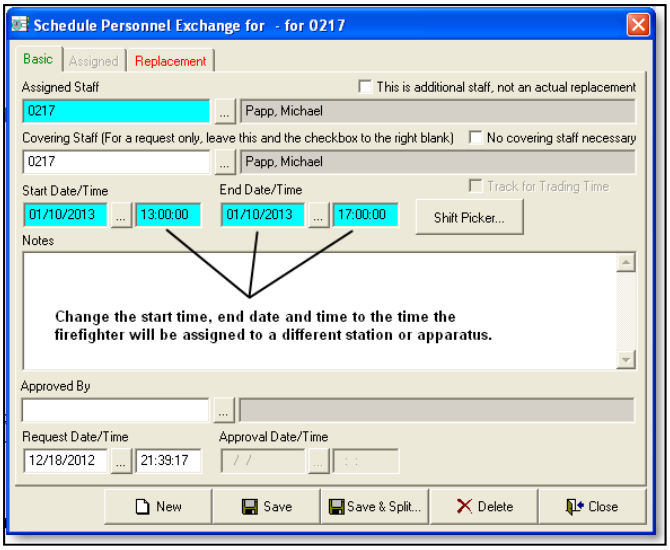



**Figure 10**

The **Covering Staff** field needs to be entered; in this case the staff ID will be the same as the **Assigned Staff**. When the staff ID is entered the **Assigned** tab will be disabled and does not need to be completed.

Next, change the **Start Time** to 13:00.

The **End Date** needs to be changed to match the **Start Date** as the requested time off is on the same day; in our scenario the date needs to be 01/10/2013.

Change the **End Time** to 17:00.

Next select the **Replacement** tab.

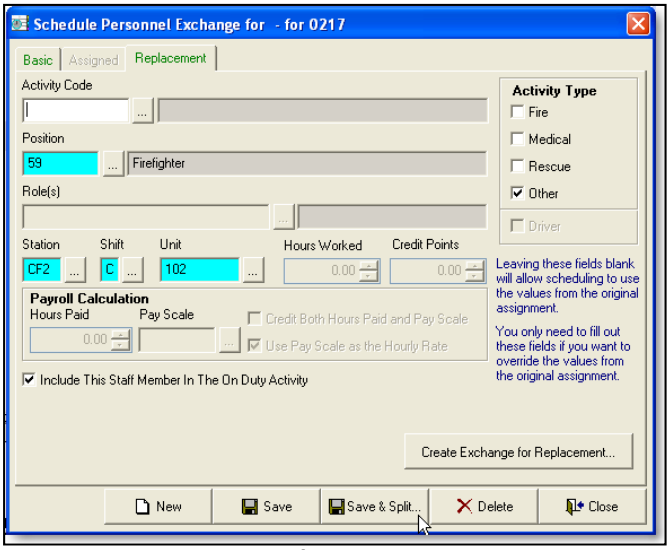



**Figure 11**

Since the staff member is on-duty and only being moved to Station 2, we can leave the **Activity Code** blank. Firehouse will default the on-duty activity code from the schedule definitions.

Complete the **Position**, **Station**, **Shift** and **Unit** to reflect where the staff member is being assigned during this part of his shift.

Next, select the **Save & Split** button to save the current exchange and open a new exchange screen.

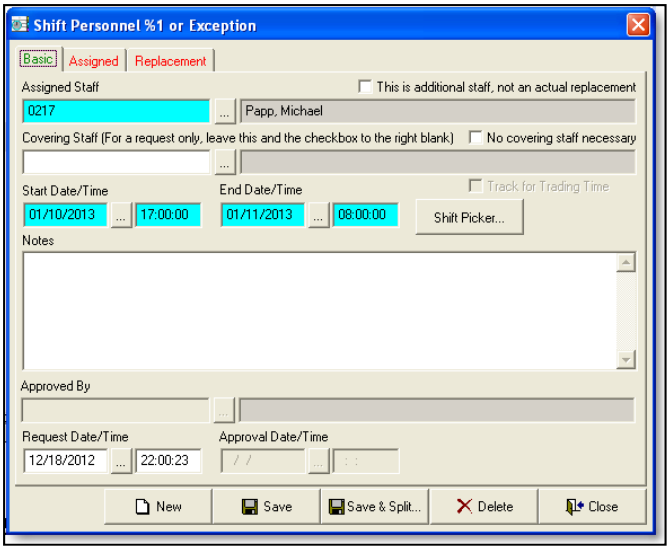



**Figure 12**

After selecting the **Save & Split** button, a new exchange screen will open. Enter the staff members ID in the **Covering Staff** field.

If this is the last split that needs to be generated, the **Start Date/Time** and **End Date/Time** will have the correct values.

If you have additional splits to create change the **Start Date/Time** and **End Date/Time** to the correct values.

Once you have completed the **Basic** tab, select the **Replacement** tab.

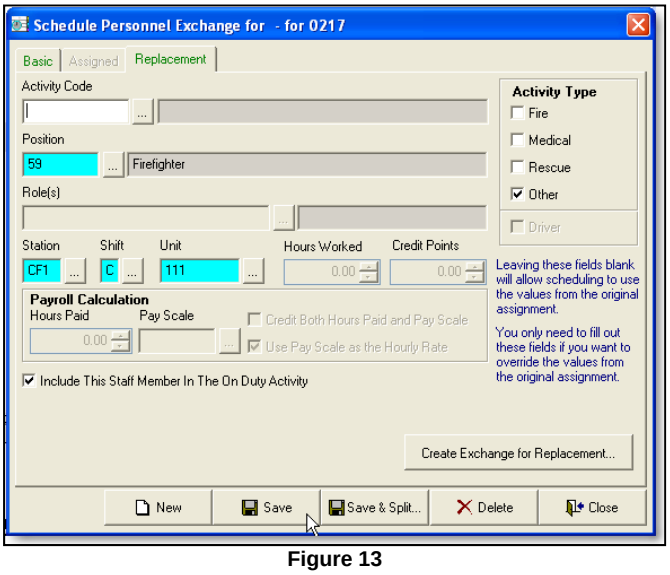
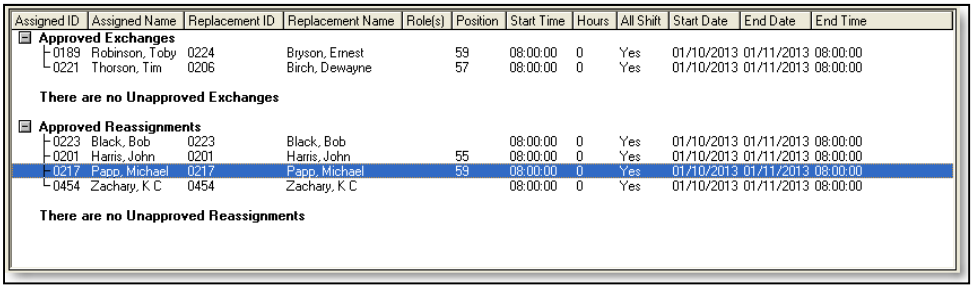



**Figure 13**

Since the staff member is still on-duty and is now being moved back to Station 1, we can leave the **Activity Code** blank. Firehouse will default the on-duty activity code from the schedule definitions.

Complete the **Position**, **Station**, **Shift** and **Unit** to reflect where the staff member is being assigned during this part of his shift.

Next, select the **Save** button to save the current exchange and close the exchange screen.

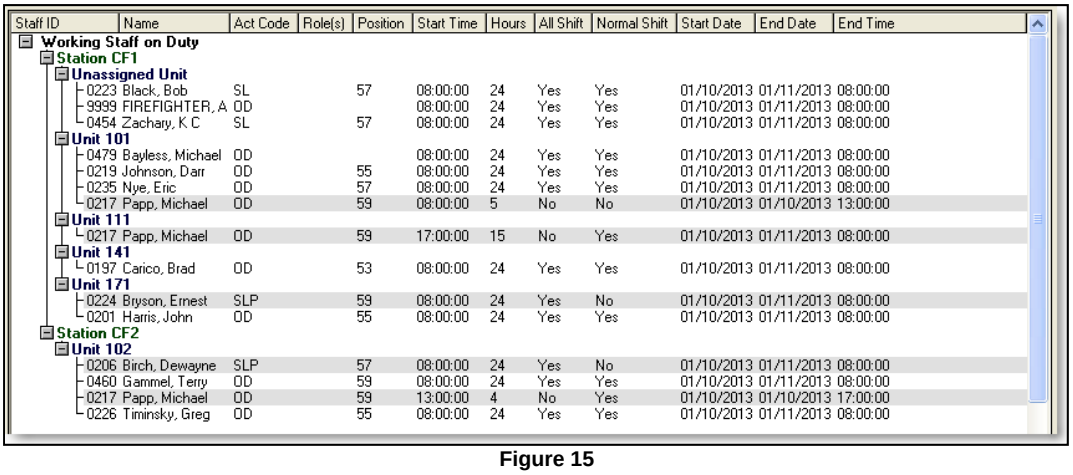


| Assigned ID | Assigned Name | Replacement ID | Replacement Name | Role(s) | Position | Start Time | Hours | All Shift | Start Date | End Date | End Time |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Approved Exchanges** | | | | | | | | | | | |
| 0189 | Robinson, Toby | 0224 | Bryson, Ernest | | 59 | 08:00:00 | 0 | Yes | 01/10/2013 | 01/11/2013 | 08:00:00 |
| 0221 | Thorson, Tim | 0206 | Birch, Dewayne | | 57 | 08:00:00 | 0 | Yes | 01/10/2013 | 01/11/2013 | 08:00:00 |
| **There are no Unapproved Exchanges** | | | | | | | | | | | |
| **Approved Reassignments** | | | | | | | | | | | |
| 0223 | Black, Bob | 0223 | Black, Bob | | | 08:00:00 | 0 | Yes | 01/10/2013 | 01/11/2013 | 08:00:00 |
| 0201 | Harris, John | 0201 | Harris, John | | 55 | 08:00:00 | 0 | Yes | 01/10/2013 | 01/11/2013 | 08:00:00 |
| 0217 | Papp, Michael | 0217 | Papp, Michael | | 59 | 08:00:00 | 0 | Yes | 01/10/2013 | 01/11/2013 | 08:00:00 |
| 0454 | Zachary, K C | 0454 | Zachary, K C | | | 08:00:00 | 0 | Yes | 01/10/2013 | 01/11/2013 | 08:00:00 |
| **There are no Unapproved Reassignments** | | | | | | | | | | | |

**Figure 14**

The entry will also show up under the **Unassigned Unit** section on the top part of the schedule module.

The entry will list the activity code that was selected for the member when it was entered.



| Staff ID | Name | Act Code | Role(s) | Position | Start Time | Hours | All Shift | Normal Shift | Start Date | End Date | End Time |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Working Staff on Duty** | | | | | | | | | | | |
| **Station CF1** | | | | | | | | | | | |
| **Unassigned Unit** | | | | | | | | | | | |
| 0223 | Black, Bob | SL | | 57 | 08:00:00 | 24 | Yes | Yes | 01/10/2013 | 01/11/2013 | 08:00:00 |
| 9999 | FIREFIGHTER, A | OD | | | 08:00:00 | 24 | Yes | Yes | 01/10/2013 | 01/11/2013 | 08:00:00 |
| 0454 | Zachary, K C | SL | | 57 | 08:00:00 | 24 | Yes | Yes | 01/10/2013 | 01/11/2013 | 08:00:00 |
| **Unit 101** | | | | | | | | | | | |
| 0479 | Bayless, Michael | OD | | | 08:00:00 | 24 | Yes | Yes | 01/10/2013 | 01/11/2013 | 08:00:00 |
| 0219 | Johnson, Darr | OD | | 55 | 08:00:00 | 24 | Yes | Yes | 01/10/2013 | 01/11/2013 | 08:00:00 |
| 0235 | Nye, Eric | OD | | 57 | 08:00:00 | 24 | Yes | Yes | 01/10/2013 | 01/11/2013 | 08:00:00 |
| 0217 | Papp, Michael | OD | | 59 | 08:00:00 | 5 | No | No | 01/10/2013 | 01/10/2013 | 13:00:00 |
| **Unit 111** | | | | | | | | | | | |
| 0217 | Papp, Michael | OD | | 59 | 17:00:00 | 15 | No | Yes | 01/10/2013 | 01/11/2013 | 08:00:00 |
| **Unit 141** | | | | | | | | | | | |
| 0197 | Carico, Brad | OD | | 53 | 08:00:00 | 24 | Yes | Yes | 01/10/2013 | 01/11/2013 | 08:00:00 |
| **Unit 171** | | | | | | | | | | | |
| 0224 | Bryson, Ernest | SLP | | 59 | 08:00:00 | 24 | Yes | No | 01/10/2013 | 01/11/2013 | 08:00:00 |
| 0201 | Harris, John | OD | | 55 | 08:00:00 | 24 | Yes | Yes | 01/10/2013 | 01/11/2013 | 08:00:00 |
| **Station CF2** | | | | | | | | | | | |
| **Unit 102** | | | | | | | | | | | |
| 0206 | Birch, Dewayne | SLP | | 57 | 08:00:00 | 24 | Yes | No | 01/10/2013 | 01/11/2013 | 08:00:00 |
| 0460 | Gammel, Terry | OD | | 59 | 08:00:00 | 24 | Yes | Yes | 01/10/2013 | 01/11/2013 | 08:00:00 |
| 0217 | Papp, Michael | OD | | 59 | 13:00:00 | 4 | No | Yes | 01/10/2013 | 01/10/2013 | 17:00:00 |
| 0226 | Timinsky, Greg | OD | | 55 | 08:00:00 | 24 | Yes | Yes | 01/10/2013 | 01/11/2013 | 08:00:00 |

**Figure 15**

The entry will also show up under the **Unassigned Unit** section on the top part of the schedule module.

The entry will list the activity code that was selected for the member when it was entered.

SCH_005.docx